

## Union Public Schools Job Description

**Position Title:** Bus Assistant  
**Department:** Transportation  
**Reports To:** Director of Transportation

**FLSA Designation:** Non-exempt

**SUMMARY:** Assists in providing safe transportation of special needs students to and from designated locations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Assists driver in performing pre-trip inspections of vehicle before each route and in reporting all mechanical defects to transportation supervisor or designee.
- Performs all physical duties of the job: pre-trip inspections, sweeping/cleaning of vehicle, helping students on and off the school bus, securing wheelchairs, and fastening all occupant restraining devices.
- Promotes a positive image of the District through appropriate dress; proper school bus operations; and in dealings with parents, teachers, patrons, and all school personnel.
- Helps driver keep bus clean inside and out, including regular cleaning of windows and mirrors.
- Adheres to all Board policies and Transportation department procedures.
- Maintains discipline on the bus, and follows the assertive discipline plan for handling discipline problems on the school bus.
- Rides on any bus or route as assigned by the Director of Transportation or his designee.
- Completes all paperwork as required by the Director of Transportation or his designee.
- Attends all in-service training classes.
- Helps driver keep route information updated including route maps.
- Keeps student information confidential.
- Assists driver in loading and unloading wheelchairs and in attending to the proper security of all wheelchair equipment.
- Reports any interior bus defects to the Director of Transportation or his designee.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** None.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED). Must have no points on driving records and must be able to pass DOT physical, including drug test.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None.

**LANGUAGE SKILLS:** Ability to read and interpret documents, including safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed but uninvolved, written or oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

**OTHER SKILLS and ABILITIES:** Ability to work in a friendly manner with co-workers and students. Ability to read and understand maps. Ability to physically manage students and equipment. Ability to observe unusual student behavior and advise supervisor. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit and is required to walk or stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently uses hand strength to grasp equipment or students. Employee must be able to frequently ascend and descend bus steps unassisted. Must be able to assist physically disabled students on and off the bus. The employee must occasionally lift and/or move up to 50 pounds and push or pull up to 90 pounds, such as students in wheelchairs. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety and well-being of others.

The noise level is frequently loud enough that the employee must raise his/her voice to be heard.